

## Creating a Simple Reading Assignment in Read:OutLoud

### Introduction

SOLO's Read:OutLoud program can be used to create simple reading assignments for students who may be struggling with reading comprehension. Rich Text Documents can be opened in Read:OutLoud and the various text reading and highlighting features can be used to help students read and understand the text. In this tutorial you will learn how to:

- Create a Rich Text Format (.rtf) document containing curriculum based content from the internet
- Add the document to the Content Management area of Teacher Central
- Create a Read:OutLoud assignment based on that document

### Quick Instructions

1. Locate website with content you wish to use.
2. Copy the text and paste into Wordpad (or any other word processor).
3. Save the file as a Rich Text Format (.rtf) in the SOLO "eText" folder on your hard drive.
4. Launch SOLO and sign in as "Teacher" (password: school).
5. Create a new Read:OutLoud Assignment Template.
6. Add the eText file you saved to your assignment.
7. Save the Read:OutLoud assignment.
8. Add an assignment description and assign it to specific students.
9. Send the Read:OutLoud assignment to Draft:Builder and add questions to the reading guide.
10. Save the completed Read:OutLoud assignment.

### Tutorial

Read:OutLoud contains text reading and highlighting features which students can use to help read and understand eText material. Teachers can easily prepare specific reading assignments, based on curricular content, so students can take advantage of these program features.

### Creating an eText document

Read:OutLoud can display documents that are saved as Rich Text Format (.rtf). These can be created using any word processing program, including the accessory program WordPad (Windows) or TextEdit (Macintosh).

1. Launch your web browser and navigate to a web page that contains information you would like to capture. In this example, the web page ([www.factmonster.com](http://www.factmonster.com)) contains information on the Haida.

2. Click and drag through the text you want to capture to select it.

3. Go to the “Edit” menu and select “Copy” (OR type “Ctrl-C” on your keyboard). The text is now copied into your computer’s clipboard.

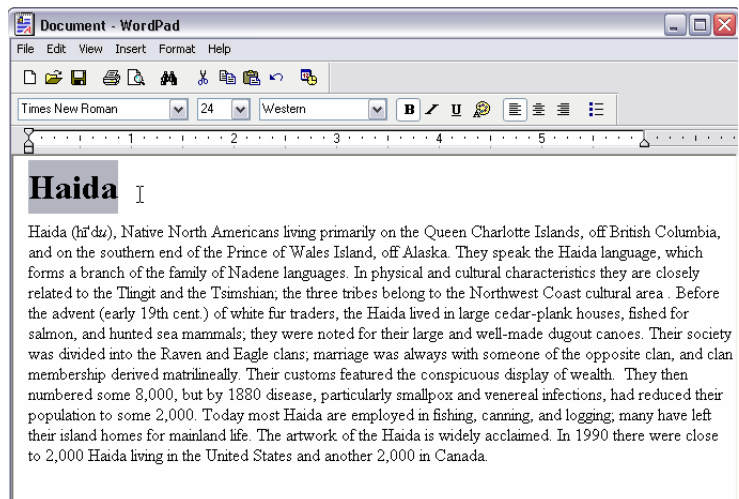


4. Go to your “Start” menu and select “All Programs”. Under “Accessories” select “WordPad”.

5. When WordPad opens, go to the “Edit” menu and select “Paste” (OR type “Ctrl-V” on your keyboard). The text will paste into the word processing area. Format the text as you want (e.g. bold the title, add spaces, and so on).

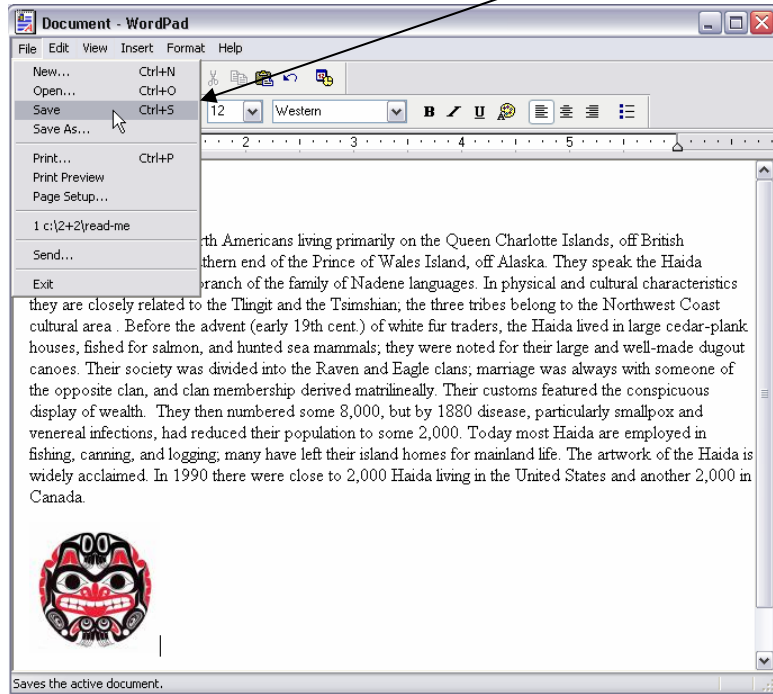
If you want to add more text to the document, go back to your internet browser, locate the text on a web page, select it, copy it and then paste it into your open WordPad document.

**Note:** Text will be pasted wherever your cursor is located in the document.

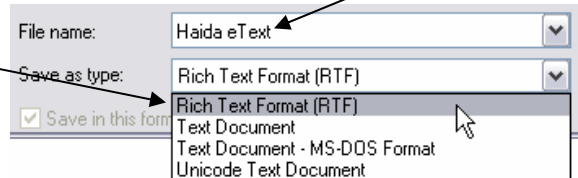


If you want to add a graphic to your file, you can paste one in as well.

5. Save your WordPad file by going to the “File” menu and selecting “Save”.

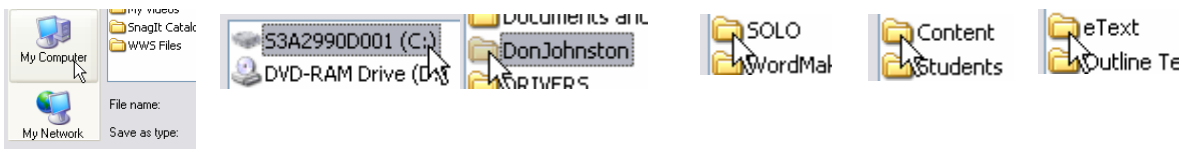


6. When the “Save as...” window opens, type a name for the file in the “File name” field. Under the “Save as type:” drop down list, save the file as a “Rich Text Format (RTF)”.



7. It is important to save this document in the **SOLO eText** folder on your hard drive. Navigate to that location by following this path:

My computer ----- C drive ----- Don Johnston ----- SOLO ----- Content --- eText



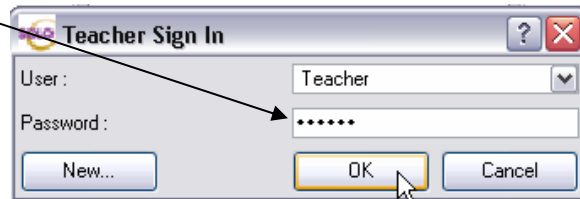
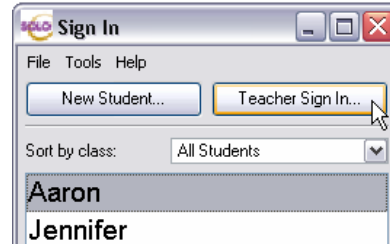
Once you are inside the eText folder, click the “Save” button to save the file.

8. Quit WordPad by clicking the red close box in the upper right corner of the window.

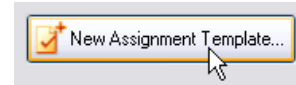
## Creating the Read:OutLoud Reading Assignment

Now that you've saved a Rich Text Format document with text that you want your students to read, it's time to create the Read:OutLoud reading assignment.

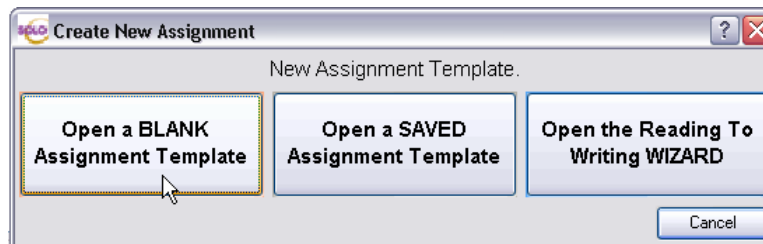
1. Launch SOLO from your **"All Programs"** list.
2. When the **"Sign in"** window opens, sign into SOLO as a **"Teacher"** by clicking the **"Teacher Sign in"** button.
3. Select **"Teacher"** as the User and type in the Teacher password (**"school"**). Click **"OK"**.
4. Teacher Central will open up. This is the organizational area where you can manage all aspects of the SOLO program. From here you will create the reading assignment.



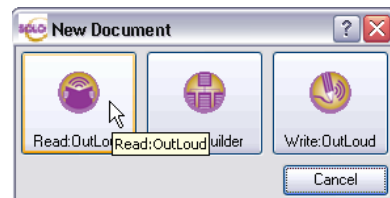
Click the **"New Assignment Template"** button that is located near the top of the Teacher Central window.



5. On the **"Create New Assignment"** window that opens up, click the **"Open a Blank Assignment Template"** button.

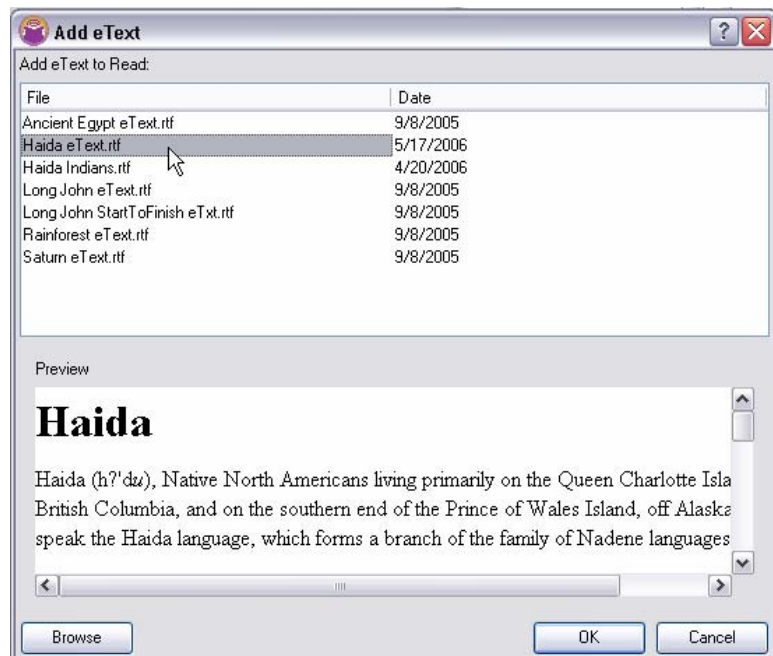


6. Start a Read:OutLoud assignment by clicking the **"Read:OutLoud"** button.
7. The **"Add eText"** window will open up and you will see the list of eText files that are available in the eText folder on your hard drive (including the file you just saved!).



Select that file by clicking on it once, and then click “OK” to open it in Read:OutLoud.

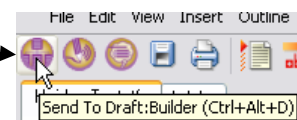
You are now ready to add some questions to the Reading Guide to help your students read and understand the text.



## Adding Questions to the Reading Guide

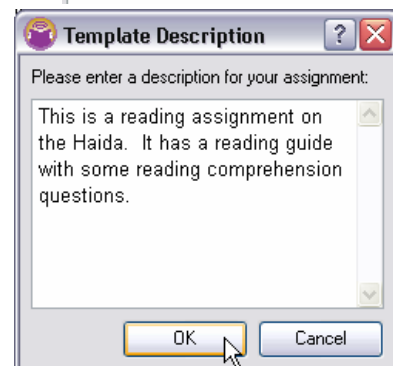
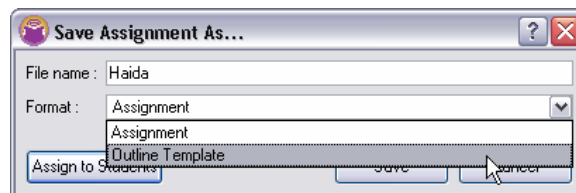
The Reading Guide is located to the right of the eText document. When you first make a Read:OutLoud assignment, the Reading Guide is basically blank. To create a custom Reading Guide, you must send the assignment to Draft:Builder.

1. Click on the “**Send to Draft:Builder**” button in the upper left corner of the Read:OutLoud window.



Before Draft:Builder opens up, you will be asked to enter a description of the assignment. In the field, type a short description and then click “OK”.

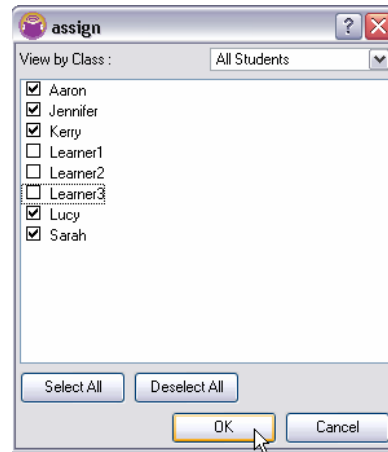
2. The Save Assignment window opens. On this window, give the assignment a name and select “**Assignment**” from the drop down “Format” menu.



- Now is a good time to assign this assignment to students. Click the **“Assign to Students”** button on the window and then click to select the students you wish to assign it to.

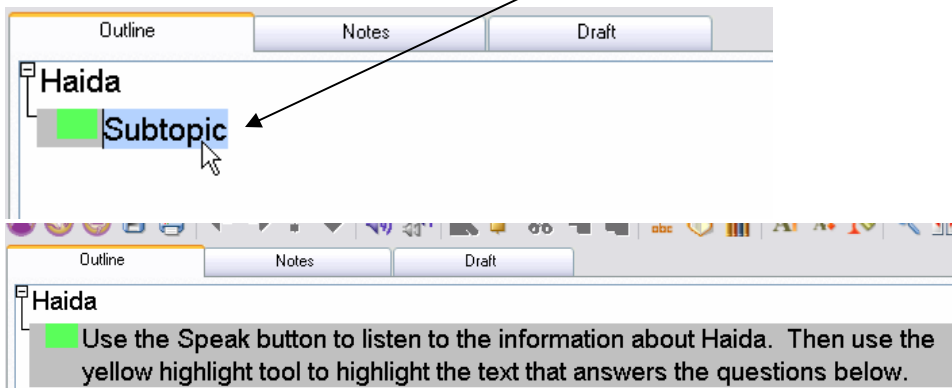
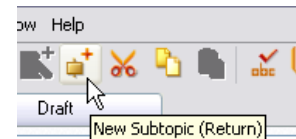
Click **“OK”** once you’ve finished selecting the students and then **“Save”** to finally save the assignment.

You will be asked if you would like to create a Co:Writer Topic Dictionary. If you think your students will be using Co:Writer to write about the assignment, you may choose to create a topic dictionary by clicking **“Yes”**.

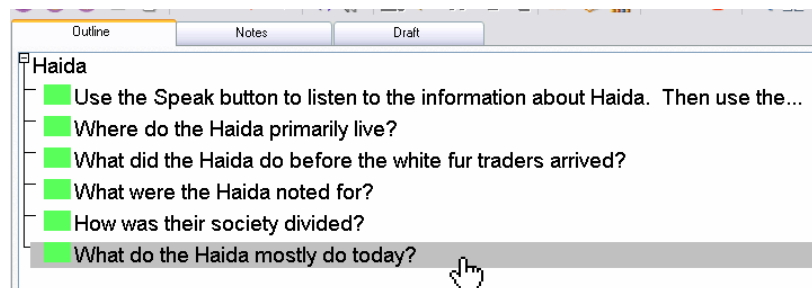


- After a few seconds, Draft:Builder will start up. You can now add questions or instructions to the Draft:Builder file (also known as the Reading Guide when attached to a Read:OutLoud assignment).

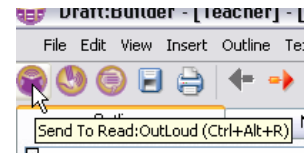
Add a subtopic that is an instruction for completing the assignment. Click on the **“Subtopic”** tool on the toolbar and then type in the instructions (OR with any topic highlighted in the outline, click **“Enter”** on your keyboard). Click to activate the subtopic in the outline and type.



- Add questions to the Reading Guide by clicking the **“Subtopic”** tool on the toolbar (OR click **“Enter”** on your keyboard). (**NOTE:** You can jump back and forth between Draft:Builder and Read:OutLoud to see what questions you want to ask by clicking on the programs in your task bar).

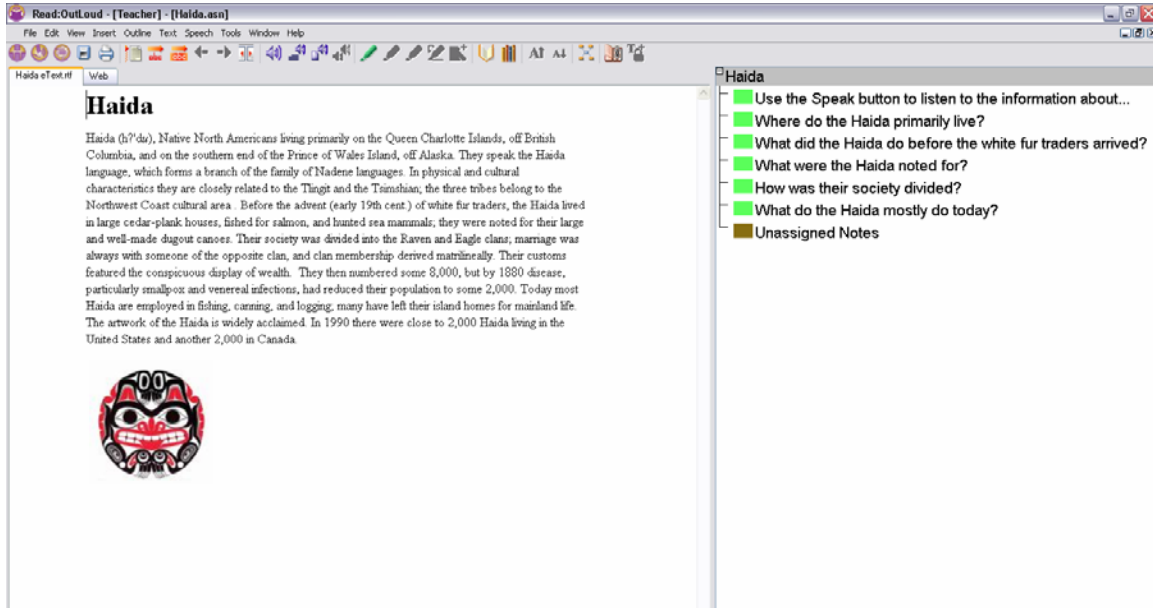


- Once you have added all your questions to the Reading Guide, click the **“Send to Read:OutLoud”** button located in the top left corner of the SOLO window.



A window will pop up informing you that the document has been modified and will be reloaded. Click **“OK”**.

You should now see the original eText file on the left and the new Reading Guide on the right of the window.



- Save your Read:OutLoud assignment by going to the **“File”** menu and selecting **“Save”** (OR clicking **“Ctrl – S”** on your keyboard). Your reading assignment is now ready for your students.

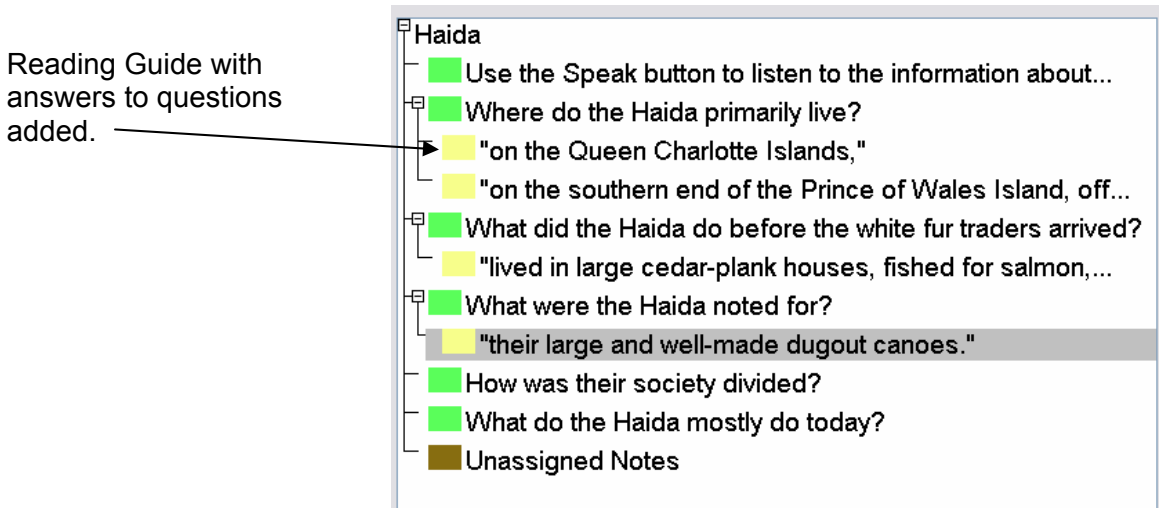
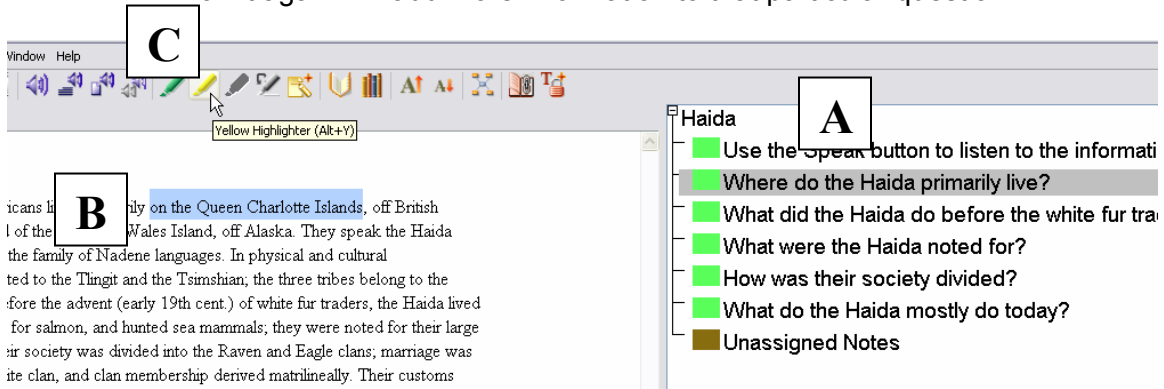
Congratulations! You have created a simple reading assignment in SOLO!

## Student Completion of the Reading Assignment

The next time your students log into SOLO, they will see that this assignment has been added to their assignment list. They can launch it from Student Central and begin completing it.

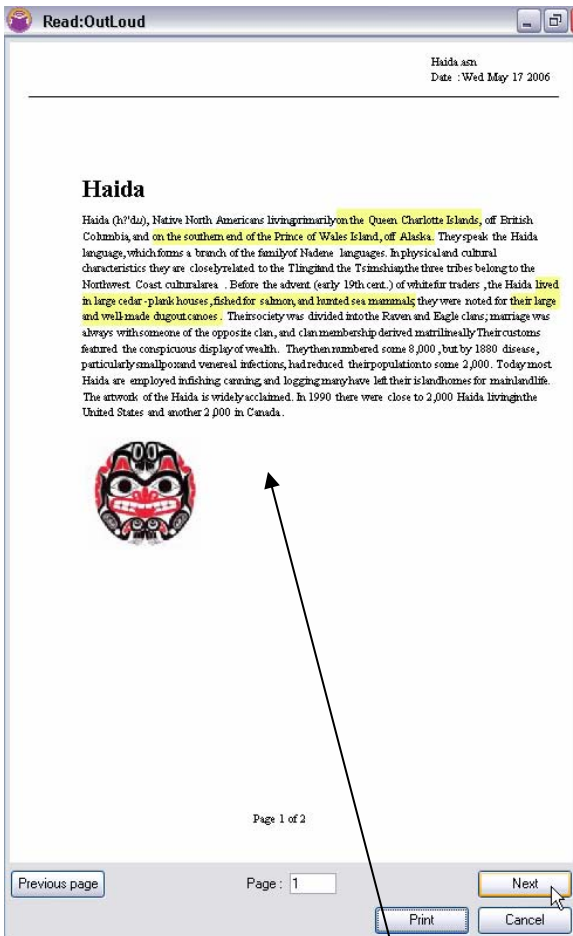
- They would begin by clicking on the first subtopic (the instructions) in the Reading Guide and then clicking the **“Speak”** button in the toolbar to read the instructions aloud.
- They can place their cursor anywhere in the eText document and click **“Speak”** to hear it read aloud.

3. To answer the questions, they would do the following:
  - A. Click on the question in the reading guide
  - B. Click and drag through the appropriate text in the eText document
  - C. Click on the “yellow” highlighter to add that text to the question. Clicking on it again will add more information to that particular question.



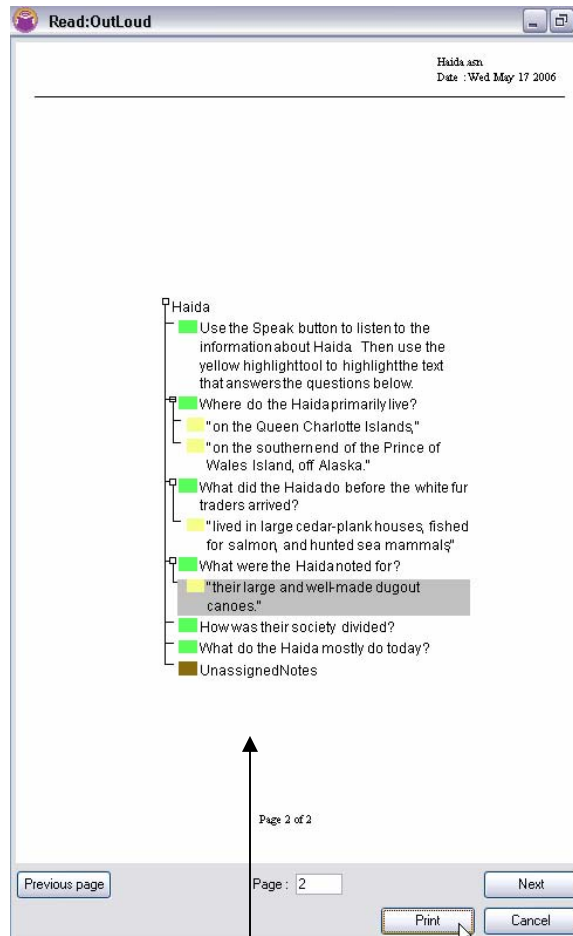
4. Students can save their work by going to the “**File**” menu and selecting “**Save**”.
5. They can also print out their work by going to the “**File**” menu and selecting “**Print**”.

**NOTE:** To see what will be printed before printing, click “**Print Preview**”. Both the eText document and the outline list (with answered questions) will be printed.



Print Preview view

eText file



Reading Guide questions